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PL 4-9781  
G. Smith

DEC 15 1953

MEMORANDUM FOR: Acting Personnel Director

SUBJECT: Air Travel

1. It is requested that your Office prepare a staff study for signature of the A-DD/A to the DCI recommending an agency policy on the class of accommodations to be afforded personnel who engage in air travel incident to the performance of official duty, or who, together with dependents, utilize air transportation in connection with transfer to permanent duty posts.
2. Your study should include a discussion of the administrative difficulties created by separate policies followed by the individual Agency components, as well as the problems which arise if accommodations lower than first-class are established on a mandatory basis. On the other hand, any advantages resulting from the latter approach should be covered. The Office of the DD/I indicates that it believes current information as to whether the Bureau of the Budget is contemplating a revision of the Standard Travel Regulations would have relevance to a consideration of the problem now. For example, Mr. [REDACTED] feels that the action of his Office in setting up DD/I rules on air travel should not be set aside, if there is any likelihood that the Standard Travel Regulations may shortly be amended to provide essentially the same policy. 25X1A9a
3. In developing your study it is requested that you consider the feasibility of including in the Agency policy a provision which would encourage personnel to use air coach or tourist accommodations when these are substantially similar to first-class facilities.
4. Please forward your study to this Office for clearance in advance of Agency coordination. Your paper should reach this Office not later than 5 January 1954.

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SA/DD/A: DCK(dh) (15 Dec 1953)

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